



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

10 Jan 03

MEMORANDUM FOR All Individual Mobilization Augmentees (IMA) and Participating Individual Ready Reservists (PIRR)/Category E Reservists

FROM: HQ ARPC/SGP
6760 E Irvington Pl #7200
Denver CO 80280-7200

SUBJECT: Annual Requirement for Physical and Dental Examinations for Individual Mobilization Augmentees (IMA), Participating Individual Ready Reservists (PIRR)/Category E Reservists.

1. Effective 1 Oct 01, you are required to have an annual physical assessment and dental examination. Also known as the Reserve Component Periodic Health Assessment, the RCPHA must be completed once every year. The RCPHA consists of a Reserve Component Health Risk Assessment (RCHRA), a SF 600 overprint tailored to gender, age and flying status, a dental examination, and an immunization record review. The RCHRA and SF 600 overprint must be completed by a military provider. The dental examination can be completed by a military dentist using the SF 603A, Health Record - Dental Continuation, or a civilian dentist using DD Form 2813, Department of Defense Reserve Forces Dental Examination, respectively. You can download the forms from our web site at http://arpc.afrc.af.mil/sgp/forms_pubs.htm. This letter is your authorization to obtain the required military exam(s) at an Active Duty Air Force Medical Treatment Facility.
2. You are strongly encouraged to complete your RCPHA during your Annual Tour or Inactive Duty Training (IDT). In order to do this during your Annual Tour, you will need to contact the Medical Treatment Facility Physical Exams Section well in advance (at least 30 days prior) to schedule an appointment for a physical assessment and/or dental examination. If the MTF does not have a Physical Exams section ask to be connected with Force Health Management, the facility RCPHA Project manager, or as a last resort the facility patient advocate. If you are unable to complete these during your scheduled duty periods, an AF Form 40a, Record of Individual Inactive Duty Training, may be submitted for one non-paid point upon completion of the exam(s).
3. If you have recently completed your annual physical and dental requirements, please send HQ ARPC/SGP a copy of the documentation. An RCPHA, to include both a physical and dental exam, is only current up to one year (365 days) from the date of the older of either the physical or dental exam.
4. If you fail to complete a physical and/or dental examination, you may be placed on a "no pay-no points" status IAW AFM 36-8001 para 1.6 *Reserve Personnel Participation and Training Procedures* and AFI 48-123 *Medical Examinations and Standards*. Eligibility for pay and points may be restored upon completion and receipt of documentation by HQ ARPC/SGP of all required examinations.
5. To accomplish your required examinations and assessments:
 - a. Using local protocol, schedule your appointment(s) by contacting the Medical Treatment Facility (MTF) at your base of assignment or attachment. References for Authority to Conduct Medical Exams of IMAs are available at http://arpc.afrc.af.mil/sgp/imamed_ex.doc.
 - b. Contact your active duty supervisor regarding the date and time of your exam.

c. HQ ARPC/SGP must be notified of the appointment(s) date(s) and location. E-mail to arpc.sgpdl@arpc.denver.af.mil, or complete the form at the bottom of this letter and fax to 303-676-7589 or DSN 926-7589. If SGP is notified 10 days prior to your appointment, a copy of your last physical examination can be faxed to the MTF in advance for the provider to look at during your assessment.

d. Download blank forms at http://arpc.afrc.af.mil/sgp/forms_pubs.htm. Prior to your appointment, fill out the 4-page Reserve Component Health Risk Assessment (RCHRA). Please bring the RCHRA, the blank SF 600 and your PHS 731 (Shot Record) to your appointment. If you have any medical conditions, please bring copies of medical records or supporting documentation with you as well.

e. Upon completion of the exam(s), the forms will need to be sent to HQ ARPC/SGP. Although the MTF may do so, ultimately it is your responsibility to ensure that the original documentation is sent to and received by ARPC/SGP. You are strongly encouraged to obtain and keep a copy of all completed medical documentation.

6. For dental exams only: You may have your civilian dentist complete the DD Form 2813 Reserve Forces Dental Examination two years out of three. You must receive a dental examination at a DoD medical facility at least once every three years.

7. Helpful web sites: If you are unable to schedule your appointments at an Active Duty Air Force MTF, search www.afcrossroads.com/html/dodinstall/index.htm for the DoD facility nearest you. For additional information about Physical Standards requirements and other items of interest, our web site address is <http://arpc.afrc.af.mil/sg/index.htm>.

8. If you have questions about scheduling your appointments or are having difficulty completing the annual requirement, please contact your active duty supervisor, or your Base Individual Mobilization Augmentee Administrator (for a listing, visit <http://arpc.afrc.af.mil/bimaas.htm>), or your MAJCOM Program Manager (<http://arpc.afrc.af.mil/Program%20Manager%20Listings.doc> is the website).

To contact ARPC/SGP:

Our E-mail is arpc.sgpdl@arpc.denver.af.mil. Our fax number is 303-676-7589 (DSN 926-7589).

Our address is: HQ ARPC/SGP, 6760 E. Irvington Place, #7200, Denver, CO 80280.

Our phone numbers are: 1-800-525-0102 x71236/71235 or DSN 926-7236/7237.


LINDA L. MCHALE, Col, USAF, NC
Director, Health Services
Individual Reserve Programs

Name and SSN _____

Location, date and time of appointment(s) _____

Type of Appointment: Physical Exam Dental Exam (circle one or both)

MTF POC and phone number _____

Fax or mail back to ARPC/SGP at the number or address listed above.